

BIRCHINGTON CHURCH OF ENGLAND PRIMARY SCHOOL



SCHOOL PROSPECTUS 2011/ 2012 ACADEMIC YEAR

HEADTEACHER: Ms K BARHAM BA ED(HONS) ACM ED NPQH

CHAIR OF GOVERNORS' MR IAIN COUSINS

VICE CHAIR OF GOVERNORS' MR J WHIDDETT

PARK LANE . BIRCHINGTON . KENT . CT7 0AS

TELEPHONE 01843 841046 . FACSIMILE 01843 846034

WWW.BIRCHINGTON-PRIMARY.COM





Admissions

Admission arrangements for a child to our school are in accordance with those published by the Kent Local Education Authority. They are in priority order:

- Looked after children/children with Statements
- Current family association e.g. an elder brother or sister at school
- Health reasons (for which a medical certificate may be needed)
- Nearness of a child's home and ease of access to school

Process of Admission

- Parents are invited to make an appointment with the Headteacher to look around school
- Parents/carers will receive a home visit at the beginning of Term 1 from our Reception Teachers. New children (4 year olds) are gradually phased in during the first two weeks of term
- We admit children once a year in September when they are four years old. All children therefore enjoy 9 full terms before the end of Key Stage 1 (infants)
- In Term 5, prior to admission, parents and children have several opportunities, including an evening presentation, to meet EYFS staff as well as other adults who will be part of their child's experience of school.

Parents of children with a disability or medical need are asked to meet with the Inclusion Leader to discuss how best the school can meet the needs of the child.

Attendance and Absence

Your child is expected to attend school regularly and on time. The school has a statutory duty to report authorised and unauthorised absence to the Local Authority. To avoid unnecessary enquiries you are asked to send a **signed and dated letter** to the class teacher on your child's return. Please do not send children to school if they are unwell or not completely recovered from illness – particularly contagious illness. A note or the actual appointment card for a hospital or dental visit made in school time should be given to the school prior to the day in question.

Until Year 5 the school will not allow your child to leave the school without supervision or with persons under the age of 18. If you wish your child to walk home alone at this age, you must send in a permission letter before hand.

Attendance is marked twice daily. Records show that in 2010/11 of 358 registered pupils on roll, authorised absence was 4.4% and unauthorised absence was 1.1%.

Please note: Late arrival after 9.30 a.m. will be treated as unauthorised absence.



Holidays in Term Time

There is no automatic right to a holiday during term time. Parents are advised to write into school requesting absence for a family holiday and any such absence is only granted at the discretion of the Headteacher who signs Form S1 on behalf of the school Governors. Holidays will not be authorised during SATs weeks (dates are given in advance). If your child has 95% or less attendance it is unlikely that permission for further absence, e.g. holiday, will be granted. Please see our Absence Policy on the school website for further information in this area.

Behaviour

At Birchington CE Primary School we place an emphasis on praising high academic achievement as well as promoting good behaviour and developing social skills. We appreciate our children as individuals and value their contributions towards society and the school. The school encourages pupils to reflect on their behaviour through the Christian ethos of the school. It is expected that parents will support our behaviour policy, a copy of which can be downloaded from our website. Please also see Mission Statement

Behaviour Steps (Foundation Stage)

1. Remind pupil of school rule they need to follow
2. Re-direct the child to desired behaviour with adult support. The adult may work alongside the child, reiterating the need to follow the rule with reasoning appropriate to the child's developmental level. This may be different for individual children
3. Remove the child from the situation, this may mean re-directing the child as above
4. If behaviour persists send child to link class for 5 minutes

If the third step is reached, the parent/carer is informed so they can support from home. The incident and events leading to it are recorded in the class teacher's behaviour file.

Behaviour Steps (Years 1 – 6)

1. Verbal warning clearly stating child's inappropriate behaviour and stating consequence ensuring the child understands
2. Second verbal warning/warning card if appropriate
3. 'Time out' either with the child being moved or sat on a chair/the floor near class teacher for 5 minutes
4. If behaviour continues escorted by another child/adult to 'link' class with class link book stating behaviour and how long they need to be there along with a task to do if appropriate. This should be handed to the link teacher who must sign it and make a comment if needed
5. If behaviour persists or is repeated send child to Deputy/Assistant Head or arrange a letter home/meeting with parent, whatever is appropriate
6. Send to Headteacher who deals with behaviour as appropriate



Class Sanctions – Options available

- verbal warning
- 'pay back time'
- completing work in own time
- missing a playtime
- informal meeting with parents
- home/school link book
- seclusion phone call/letter home
- exclusion

Rewards

- verbal private/public praise
- stickers/certificates/stamps
- marbles/cubes in jar
- house points
- work shown or good behaviour highlighted in celebration assembly
- informing parents/carers of good behaviour in front of child
- informing parents/carers through the newsletter
- sent to Headteacher for verbal praise/sticker/certificate/Headteacher award scheme
- 'catch me' cards
- raffle tickets
- 100 square/Golden Time
- class of the week

NO SWEETS ARE GIVEN AS A REWARD (PUPIL BIRTHDAY TREATS ARE ALLOWED)

(For Playtime Behaviour Steps and Anti-Bullying Policy see main policy)

Charging Policy

During the course of the school year we will ask parents to contribute towards the cost of activities such as day trips, visiting musicians etc. We believe that such activities are worthwhile and enhance the education we provide for your child. There is no legal obligation for parents to contribute if the activity/trip takes place within school hours, however, you will understand that if the total contributions for any activity fall too far short of the cost, then regrettably, it will have to be cancelled. We make no profit from school trips and when we write to advise you of any costs you are not being asked to subsidise anyone else. Trips organised outside school hours are voluntary and costs must be met in full by parents/carers. (More detailed information may be obtained from the school).



Complaints

Even in the best run schools there may be times when you need to seek clarification, ask a question or make a complaint. We shall endeavour to deal with any query efficiently and effectively and if you have a complaint please follow our complaints procedure.

The class teacher should deal with initial questions or complaints. If the complainant is dissatisfied with the handling of the initial concern, then the matter should be referred to the Deputy Headteacher or Assistant Headteacher and then the Headteacher. A Senior Leader will contact the parent within 24 hours to give an update on the situation and if recurring send a written reply to the parent within 10 working days. If the previous procedures have failed to address the problem satisfactorily, the matter should be referred to the Chair of Governors via the school, who will arrange for the complaint to be investigated. The Complaints Policy is accessible from the school office. All formal complaints are recorded and reported to the Governing Body via Headteacher's Reports.

Collective Worship

An act of worship is held every day for all pupils. It is a particularly special part of the day when we all come together and concentrate on being a small but significant part of a larger community. It is a time for bringing God directly into the life of the school. Worship is in line with the requirements of the Anglican Trust Deed, but is also in harmony with the Kent Agreed Syllabus. Pupils are encouraged to take an active part through lighting the candle, singing, prayers and through particular classes taking worship to which parents are invited. Visitors are invited to lead worship and our local vicar, Reverend Witts, plays his part in the life of the school.

Monday – Whole School Worship led by the Headteacher or a member of Senior Leadership Team.

Tuesday)

Wednesday) Key Stage Worship led by teachers, pupils and outside speakers, Hymn and Worship.

Thursday)

Friday – Celebration of work/awards led by the Headteacher or member of the SLT.

Pupils from Years R – 6 take part in worship at All Saints Church regularly.

Parents have a right to withdraw their child from Collective Worship, but we ask that parents discuss any concerns with the Headteacher first before exercising this right.



The Curriculum

All subject areas are taught in line with National Curriculum requirements. Strategies to encourage the children to understand their world and to develop a positive attitude towards learning permeate the curriculum. The staff adopts the principle that children positively engaged on interesting programmes of study aimed at stretching their ability level derive enjoyment from learning. Our curriculum guidelines and policies are evaluated and revised regularly. The policy statements on specific areas of learning are available at the school office or via our website. Subjects are often taught in a creative 'cross curricular' or topic based way but can also be taught as a discreet subject area.

Literacy

Learning to read and write are exciting skills for your children to master when they start school. We give the pupils as many opportunities as possible to explore and enjoy books to express themselves orally and in writing. The 'Literacy Strategy' is used in all classes to teach all aspects of English. Additional time is also devoted to handwriting and writing in all its forms. The school has a well stocked library and pupils are encouraged to borrow books and visit it on a regular basis.

Maths

The aim of the school is to open up to the pupils the fascination of mathematics and its relevance to real life situations. Maths is taught daily and pupils are divided into ability groups either within the class or in learning groups across the year group. Tasks given are designed to match the ability of the group and to extend the more able. There is a real emphasis on basic number work and calculation and pupils are expected to learn number facts, tables and complete maths for homework. From Year R, pupils are involved in problem solving/maths investigation activities from which they learn the relevance of maths in their lives. It also gives teachers an opportunity to assess how well the pupils understand and use the concepts that have been taught. KS1 & 2 planning follows the National Numeracy Strategy and work is taken from a variety of published schemes.

Science

Science is seen as exciting and practical. We are always looking for activities to show the relevance of Science and to enliven the curriculum. Links with local secondary schools, school trips and visitors enhance the Science curriculum.

ICT

All pupils enjoy learning in the purpose built ICT suites; lap tops, class computers and interactive white boards enhance access to learning about the curriculum in the classroom. Our full time technician keeps the system working efficiently!



Pupils have controlled access to the Internet and email facilities with wireless connection across the school. In the ICT suite teaching software enables adults to monitor carefully, and where necessary, interact with each pupil's computer from the teacher's workstation. All classrooms and the computer suite are equipped with interactive whiteboards. A virtual learning platform enables pupils in the upper school to access learning resources from home via the internet. Children have access to 'My Maths' also.

Foundation Subjects

Much of the work in the school is designed to be cross curricular with themes being drawn from the National Curriculum documents. Detailed planning ensures all aspects of the National Curriculum are covered, including Design Technology, Art, Music, French, Geography and History, the latter two being linked together as Humanities. We often teach in a cross curricular way, block subjects or teach them through a theme or topic. Theme weeks and days also enhance learning experiences.

Religious Education

R.E. is a requirement of law and is in accordance with the Kent Agreed Syllabus. This gives the priority to teaching about Christianity whilst also providing opportunities to study other world religions.

R.E. Policy

It is the aim of the school that through R.E. we will:

- promote the spiritual and moral growth of pupils
- help pupils to acquire and develop a knowledge and understanding of the feelings and practices of Christianity and other principal religions in this country

Parents have a right to withdraw their child from R.E. but we ask that parents discuss any concerns with the Headteacher first before exercising this right.

The Arts

Each year pupils take part in a Music, Art, Dance and Drama Week, although activities which are exciting, stimulating and fun occur throughout the school year. Pupils have painted large scale murals, made mosaics, taken part in sculpture and clay workshops and enjoyed visiting bands, actors and dancers.

Primary Modern Foreign Languages

Pupils in the school have the opportunity to be taught French. We have close links with our twin town in France and visits are regularly arranged. The children always look forward to meeting the French pupils. The Birchington Twinning Association is very supportive of this aspect of school life.



Music

We think of ourselves as a musical school! There is a KS1 and KS2 choir that represents the school at local music festivals and competitions. There are musical concerts on our own school calendar as well as opportunities for pupils to hear a number of performing visiting musicians and groups, ranging from folk and jazz to drummers and saxophonists. Lessons in drums, guitar, keyboards, piano, string and wind instruments are also available from professional music tutors. Fees are required for these lessons. Please see Mrs Hewitt, our music leader, for further details.

Assessment

Assessment is a formative and continuous process. By assessing pupil knowledge, skills and understanding each successive lesson builds on previous experience. Pupil's work is closely monitored. Books are regularly marked and assessed with comments and questions written to aid further learning.

A range of testing takes place throughout the year and progress is monitored with 'next step' targets set with pupils. In Term 5 pupils in Years 2 and 6 take Standardised Assessments Tests (SATs) and pupils in Years 3, 4 and 5 take optional SATs tests. Parents are always informed of test results. Five times during the year you will receive a progress and target card informing you how well your child is doing. We ask that you assist your child's progress by working on these targets at home. Please see our Assessment Policy for further information.

Sex and Relationship Education

The Governing Body have adopted a policy which is available for all parents to read. Sex and Relationship Education is an integral strand of Science and of Personal, Social and Health Education and is tackled within the ethos of a Christian school with emphasis on the values of a committed and caring relationship. Sex and Relationship Education will also be taught informally as part of the broader Science/P.S.H.E. curriculum with more specific formal teaching in Years 4, 5 and Year 6. It is taught by class teachers, supported by colleagues as appropriate with the expertise of outside agencies such as the school nurse. We welcome parents who would like to look at the resources used.

Additional Educational Needs

Birchington CE Primary School aims to identify, at the earliest opportunity, all children who need special consideration to support their physical, sensory, social, emotional, communication or cognitive development. It sets out to ensure that these children have full access to the National Curriculum and are fully included in all activities of the school to promote the highest levels of achievement.



Birchington CE Primary School liaises closely with professional bodies including the Cognition and Learning Service, Attendance and Behaviour Service, Speech and Language Service, Educational Psychology and School Health to ensure that vigorous assessment of the children's needs are made and advice given and implemented. We endeavour to identify all children with Special Educational Needs in consultation with these services, and others. It is our objective to demonstrate that meeting the needs of children's learning and behaviour is part of high quality mainstream education and that we will plan for any pupil who may, at some time in their education, have Special Educational Needs. Miss Sandy is our School Inclusion Leader and is involved in a rolling programme of monitoring that continuously discusses and updates the SEN provision for children within the school.

Part of the monitoring process involves identifying the need for resources which will aid the learning process for those children. Children at School Action, School Action+ and those with Statements of Special Educational Need are assessed and given small group activities where necessary to promote individual learning objectives. A programme of staff training is in place to ensure that staff are kept up to date with AEN matters and are fully equipped to deal with the children in their care.

Children who have been identified as having AEN are given specific targets to work towards, which are monitored and reviewed every term. All parties involved with the child including parents and the child themselves, are involved in the review process. Confidential records of outside agency involvement and school involvement with children are kept.

It is specifically the aim of Birchington CE Primary School to work in partnership with the child's parents/carers and involve them fully in the decision process of their child's education. Regular meetings with the Inclusion Leader and class teacher are encouraged where appropriate and extra meetings involving outside agencies are implemented where necessary.

Inclusion

Birchington CE Primary School shares a commitment to inclusion in which all children regardless of their physical, sensory, cognitive or medical needs are included. This commitment endeavours to make the school accessible to all through an accessibility group made up of parents, governors and school staff. An Accessibility Plan is reviewed annually to meet the needs of vulnerable children, visitors and parents.

The school recognises that many of our children possess gifts and talents. We work hard to identify these pupils in all areas of the curriculum including Sport, Music and Art. We encourage these children to join specific clubs thus allowing them access to specific and targeted activities and events.



Sport

The school provides many opportunities for children to play a range of sports including football, netball, rugby, hockey and cricket. Teams are encouraged to play other schools and are entered in a variety of local competitions. We are fortunate in having extensive facilities, including a football pitch, two netball pitches, an artificial cricket wicket, a tennis court and a flood lit MUGA (Multi Use Games Area). All staff teach games skills and several in particular take responsibility (voluntarily) for the various teams, which represent the school. Coaching for these sports takes place after school. We also have sports coaches teaching games skills during PPA time.

Equal Opportunities

At Birchington we ensure mutual respect for all pupils and staff, a positive self image and a positive attitude to the multicultural society in which we live by:

- ensuring that all pupils have equality of opportunity within the school
- developing in all pupils and staff an awareness of and commitment against racism, sexism and homophobia. Positive action will be taken against such attitudes
- rooting the curriculum in the child's experience and relating his/her cultural experiences to those on offer in school
- nurturing amongst all staff and pupils an awareness and celebration of all the cultural diversities reflected in the school community

(Policy Statements are available from the school office or can be downloaded from our website).

Extra Curricular Activities

There are a wide variety of clubs and activities, held both at lunchtime and after school. The school staff take clubs on a voluntary basis. Parents will be asked to pay a subscription, however, to outside teachers. We currently offer the following clubs:

Art Club	Years 1 & 2	IT Workshop	Years 4,5 & 6	Story Club	Years 1 & 2
Film Club	Years 2,3,4 & 5	Choir	Years 3 - 6	Homework	Years 5 & 6
Library	Years 1 - 6	Choir	Years 1 & 2	Show Club (invitation only)	
Football	Years 1 - 6	Tennis	Years 5 & 6	Rugby	Years 3-6
Netball	Years 4, 5 & 6	Dance	Years 1 & 2	Outdoor Pursuits	Years 5 & 6
Inside/Outside Art	Years 3 - 6	Creative Club (invitation only)		Benchball	Years 5 & 6
Cheer Leading	Years 1 – 3	Fun & Games Sports	Years 1 & 2		

Dance - (there is a small fee for each session)

Clubs – led by school staff – always begin in the second week of Terms 1, 3 & 5 and finish one week before the end of Terms 2, 4 and 6.



Family Liaison Officer

The Family Liaison Officer is Mrs Lesley Green. A Family Liaison Officer (FLO) is a friend to all. She welcomes and helps any child or parent/carer who has a pastoral concern from an upset in the playground to problems in personal or family circumstances. If you feel that Lesley may be of assistance to you, contact her via the school office, where an appointment can be made. All appointments are dealt with promptly and in the strictest confidence.

Learning/Behaviour Mentors

There are two Learning and Behaviour Mentors. Mrs Meg Carpenter and Mrs Sarah Hart support, pupils who are in danger of becoming academically disaffected through personal circumstances, run nurture and social skills groups. As with the FLO, Meg and Sarah are on hand to provide special support for parents/carers.

The Governing Body

The Governing Body is a committed group of people from all sections of the community working as a team. They work closely with the Headteacher to provide a strategic direction and improve standards across the school. Full Governing Body meetings are held at least three times per year and other committee meetings are spread throughout the year.

There are five Parent Governors. All parents of children at the school are invited to be nominated to stand as a parent governor, as and when vacancies arise.

All Governors serve a term of four years and can be re-elected at the end of this time. Parents/carers are welcome to see any documentation concerning governors' meetings, the curriculum or regulations governing the school. Twenty-four hours notice would be appreciated and a small fee may be charged for photocopying costs.



THE GOVERNING BODY

The Governing Body of the School consists of:

Chair of Governors:	Mr Iain Cousins	
Vice Chair of Governors:	Mr James Whiddett	
<u>Type of Governor</u>	<u>Name</u>	<u>Term Expires</u>
Headteacher Governor	Ms K Barham	Not applicable
Deputy Headteacher (Associate Governor)	Mr J Forwood	Not applicable
Local Education Authority	Vacancy	
" " "	Vacancy	
" " "	Vacancy	
Parent Governors	Mr James Whiddett	October 2013
" "	Mr Iain Cousins	May 2012
" "	Mrs Carol Torry	October 2011
" "	Ms Mary Johnston	July 2015
Foundation Governors	Mr Paul Webster	July 2015
" "	Ms Loraine Bant	September 2013
" "	Mr Christopher Hedges	December 2015
Community Governor	Mrs Gillian Adams	March 2015
Associate Member	Vacancy	
Staff Governors	Miss S Howard	March 2012
Clerk to Governors	Miss Felicity Stafford	Not applicable



Healthy Schools

The school holds The National Healthy School Standard. It is part of the government's drive to reduce health inequalities, promote social inclusion and raise educational standards.

Being a Healthy School means we encourage healthy eating, physical activity and emotional well being. We have the School Travel Plan accreditation and participate in the School Fruit and Vegetable Scheme, where children in KS1 are given a free piece of fruit or vegetable every school day. A healthy tuck shop is held each break time for KS2 pupils. Only fruit or vegetables are permitted to be eaten at break time. Please provide your child with a 'healthy' packed lunch. If your child is not school dinners.

Our Breakfast Club offers a healthy breakfast at the beginning of the day, where good manners and eating in a social situation is encouraged. Pupils can also partake in the 'Cool Milk' scheme and parents can purchase milk at a reduced rate through the company.

For more information about Healthy Schools, please contact Mrs Couldridge, our Healthy Schools Leader, via the school.

Emotional Well Being/Emotional Intelligence

EQ stands for Emotional Quotient. It is the ability to recognise and understand our own emotions and the emotions of others. It is sometimes referred to as Emotional Intelligence (EI). It's not just about what we do but how we go about doing it! Developing Emotional Intelligence is an extremely important part of our ethos and teaching. We provide support through –

- A strong Pastoral team that are always on hand to support our children's emotional development and well being. We also have tailored social skills and self-esteem groups which give additional support and guidance to small groups of children
- An attractive inside and outside environment, allowing children to develop their emotional and social skills. Outside areas include our wigwam village, mushroom circles, our sheltered pagoda and our KS1 play ship, and KS2 play area. Our inside areas include 'Rainforest Room' in Year 6, the 'Red Room' in Year 5 and our new Key Stage 1 'Rose Room' which is used for nurture groups
- The teaching of PSHE through SEAL (Social Emotional Aspects of Learning) in which children learn to explore both their own, and others' emotions

Parent Contact

We regard regular contact with parents/carers as an essential element in the children's learning.

There are Parents' Consultations three times per year as well as invitations to curriculum workshops and open days during the year. A written report is sent to each parent/carer about their child in July.



Parent/Carers are very welcome to come into school at any time for information or to be involved in the work of the school - helping with reading, projects, as support in clubs or helping on school trips. A CRB check, including two references, has to be carried out for every parent/carer helper as a statutory duty to safeguarding.

Home Learning

Home learning is an essential part of a good education. Taking an interest in home learning allows parents/carers to see how their child is doing each day and to share in their achievements. It is expected that home learning will be set and marked regularly and that the amount will increase with the age and ability of the children. To help pupils and parents in Years 1 – 5, home learning is set on Friday and should be returned to school for the following Friday. Staff are available for parents/carers to discuss any homework questions/issues every Monday after school until 4.00 p.m. However, if you wish to make an appointment at a different time staff will do their best to accommodate you.

Parents/carers can help with home learning by:

- Ensuring there is a quiet place and a table to work at giving suitable learning conditions at home
- Taking a positive and active interest in your child's learning at home
- Letting the class teacher know if there are any problems with home learning

Please see our Home Learning Policy for more information.

Pupils in Years R – 4 will also bring home an outline of weekly work coverage so you can assist them at home, take them on focussed visits, take them to the library or do research on the computer.

Newsletters and Website

Every two weeks, on a Friday, our school newsletter will be available on our website, however, you may collect a paper copy from the school office on request. The newsletter details of school events, policies, procedures, include school and class information as well as celebrating achievement. The school website is updated regularly with policies, and items of interest. The address is: www.birchington-primary.com. Our site also contains curriculum outlines that show work coverage during an academic year.

Parents, Teachers Association

We have an active PTA which you automatically become a member of when your child joins the school. If you would like to take a more active role as a PTA committee member, please ask at the school office. Volunteers are always welcome! Activities arranged by them range from Quiz Nights to school fetes, Easter egg hunts to discos.



Comments Box

Comments from parents are welcomed via the school office/email/phone or by talking to a Senior Leader or the Headteacher. We like to hear parents/carers ideas and opinions so we can improve our service to you and your child. It is also good to know when we've done something well too!

Meals at School

The school dinners are really tasty! Many of our children have a hot meal each day. School dinners must be paid for in advance on the first day of each school week. We would point out that the school cannot be responsible for monies lost en-route to and from school. Particulars regarding free meals may be obtained in confidence from Mrs Walter from the school office, or from the East Kent Students Award, Queens House, Guildhall Street, Folkestone, Kent, CT20 1DX Telephone No: 01303 224337 .

Further information regarding school meals and ideas for healthy packed lunches can be found on our school website.

Packed Lunch

Children may bring a packed lunch to school. If you intend your child to bring his/her own meal would you please note

- We try and encourage healthy, balanced lunches (see school website for ideas)
- Sweets and chocolate of any kind are not allowed at school. Chocolate biscuits are acceptable
- Only non-fizzy drinks should be supplied in spill-proof containers, re; unbreakable Thermos Roughneck vacuum flasks are ideal for this purpose. Glass containers are obviously unsuitable for transport to and from school
- We ask that packed lunches are brought to school in a separate bag from your child's P.E. kit

If at any time you wish your child to change from a packed lunch to a school dinner or vice-versa, will you please let the office know in writing when the change is to take place. In normal circumstances we would only expect children to change at the beginning of a term.

Morning Break

At morning break children in Key Stage 1 are given fruit or raw vegetables for their mid-morning snack. Pupils in Key Stage 2 may bring in fruit or purchase it from our healthy tuck shop. Milk is also available for pupils at a small charge. Please speak to Mrs Weaver (Early Years Leader) if your child wishes to receive this.

Medical Needs

Medical Visits - you will be invited to attend these with your child as and when they arise.



School Nurse – If you have any concerns about your child’s health in school please make an appointment to speak to Miss Sandy who will be able to discuss or advise and signpost you to specific medical advice.

Supporting pupils with Medical Conditions

All medicines must be handed in to the school office as they are kept there. There is no legal or contractual duty on school staff to administer medicines. **This is a voluntary role.** However life saving medicine is always given as well as drugs necessary to support ADHD and ADD pupils. If your child needs medication of this type please inform the Headteacher at the earliest opportunity. A medical plan is always put in place by the Inclusion Leader in consultation with parents/carers, and revised annually. Further information may be sought from other agencies.

Any medication that has to be administered in school should be clearly labelled and kept in the original container/box.

Pupils who have asthma are encouraged to use their inhalers when necessary; these are kept in the school office and if necessary, a second inhaler is given to the class teacher.

Children recovering from broken bones may be permitted in school providing approval is given by the proper medical authority, usually the family GP. Parents may be consulted about the supervision necessary and are asked to sign a disclaimer.

Each class register contains an envelope detailing information about children with specific medical needs. (Please complete a Health Data Form which can be found at the back of this booklet and return to the office before your child starts school).

Pupils who have been prescribed a short course of antibiotics (3 times a day) should not bring their medication into school. The staff will not supervise pupils who have been prescribed a short course of antibiotics. Parents are asked to give 3-times-a-day medication at 8.30 a.m., 3.30 p.m. and before bedtime. 4-times-a-day medication requires a parent to come into school to administer the medication to their child.

Routine medical and dental screening takes place in school. You will receive further information about this when necessary during the school year.

The school’s emergency procedures allow for staff to act in loco-parentis if a child needs urgent hospital treatment involving anaesthetic.



Policies and Reports

The school has a comprehensive schedule of policies and procedures which are available from the website and on paper. If you would like a paper copy we will require 24 hours notice. The most recent Ofsted and Section 48 reports are also available, please ask at the office or look on the website.

School Hours

Morning Session

8.55 a.m. to 12.00 p.m. (KS1)

8.55 a.m. to 12.10 p.m. (KS2)

Afternoon Session

1.05 p.m. to 3.20 p.m. (KS1)

1.05 p.m. to 3.20 p.m. (KS2)

Beginning and End of School Day

The gates to the school playgrounds are opened at **8.45 a.m.** when teachers will be on duty. Children **should not arrive before 8.45 a.m.** as there is no one on duty to supervise them. At the end of the day parents of pupils in KS 1 are asked to collect their children from their back classroom door. Parents of pupils in Years 3 and 4 should wait at specific points on the playground while pupils in Years 5 and 6 should be met at the gate. The gates to the school playgrounds remain locked between 8.55 a.m. and 3.20 p.m., when they are opened for the departure of pupils.

Parents requiring entry to the school during the day for any reason should always use the main entrance and must report to the school office on arrival. Visitors and adults working in school are asked to sign in and out for security reasons. Visitors may be escorted through the playground as necessary. All visitors **must** wear an identification badge/sticker and make themselves aware of fire/emergency procedures which are on the walls around the school and on the back of their visitors badge.

School Travel Plan

We always encourage our pupils where possible to walk or cycle to school. There is a 'Walking Bus' which operates a Park and Stride Scheme – for further information about this please ask at the school office.



Cycling

- Cyclist training is available to all children in Year 6
- Children in Year 6 may cycle to school unaccompanied, after completing their training and with parental consent. Children in other years are welcome to cycle to school, but must be accompanied by an adult. We encourage both children and adults to wear helmets and reflective clothing
- Bicycle racks are available at the school, but bicycles left there must be locked and are left at the owners own risk

Road Safety

- A school crossing patrol operates outside the school in Park Lane for 20 minutes before school and 15 minutes after closing. Parents/Carers are asked to ensure their children use the crossing patrol as this gives reassurance and encourages good road sense
- **"Keep the Zigzags Clear"**. The yellow zigzags outside the school are there to provide a safe, clear area for children to cross; please park sensibly in roads around the school.

The School Travel Plan is supported by relevant curriculum work.

For more information about the School Travel Plan, and particularly if you are interested in helping with any of the initiatives, please contact Mrs Couldridge our school Travel Plan Leader, via the school office.



SCHOOL TERMS & HOLIDAY DATES

TERM 1 & TERM 2 - 2011

Thursday 1 September – Friday 21 October

Half Term: Monday 24 October – Friday 28 October

Monday 31 October – Friday 16 December

TERM 3 & TERM 4 - 2012

Wednesday 4 January – Friday 10 February

Half Term: Monday 13 February – Friday 17 February

Monday 20 February – Friday 30 March

TERM 5 & TERM 6 – 2012

Monday 16 April – Friday 1 June

Bank Holiday: Monday 7 May

Half Term: Monday 4 June – Friday 8 June

Monday 11 June – Friday 20 July

STAFF TRAINING DAYS – SCHOOL CLOSED TO ALL PUPILS

Thursday 1 September 2011

Friday 2 September 2011

Friday 21 October 2011

Friday 10 February 2012

Friday 1 June 2012



Staff lists 2011/12

CLASS NAME/ NO. OF PUPILS	TEACHER	CURRENT ROLE IN SCHOOL	TEACHER ASSISTANTS
RW	Mrs E Weaver	Early Years Leader/Collective Worship	Mrs Terrana, Mrs Lavender, Mrs Watts
RH	Mrs C Hewitt	Music & Library	
1W	Miss K Wells	R.E., Section 48	Mrs Couzins, Mrs Baker
1M	Miss G Murphy	NQT	
2PC	Mr J Pressley Mrs S Couldridge/Mrs Callaway	(Mrs Callaway will cover Maternity)	Mrs Lythe, Mrs Lythgoe,
2P	Mrs G Partridge	Healthy Schools & PSHE (to cover Maternity)	
3S	Miss S Scott	Creativity & DT	Mrs Bungard, Mrs Czarnomski
3H	Ms P Holland	IT & E Safety	
4J	Miss A Jones	P.E.	Mrs Papa-Adams, Mrs Aliwood Mrs Hurst
4G	Mr R Gunson	Science	
5S	Mrs K Smith	Community Cohesion	Mrs Abdel-Hadi, Mrs Thompson, Mrs Drew
5H	Miss D Holmes	Humanities	
6M	Mrs K Mantell	Literacy/Literacy Basic Skills	Mrs Whelan, Mrs Ratcliffe, Mrs Patel
6MH	Mrs H Mather Miss S Howard	PMFL Healthy Schools /PE	
	Miss E Sandy	Inclusion Leader	
	Mrs Callaway	Assistant Head, KS1 leader (Maths, Risk Assessment, Educational Visits, Basic skills Maths)	
	Mr J Forwood	Deputy Headteacher, Maths, KS2 leader	
		FLO	Mrs Green
		Learning/Behaviour Mentor	Mrs Carpenter
		Learning/Behaviour Mentor	Mrs Hart
			Mrs West: Speech and Language KS1
			Mrs Mueller: Speech and Language KS2
			Mrs Abdel Hadi and Mrs Czarnomski: Library
			Mrs Patel: KS2 EAL Support Mrs Watts: KS1 EAL Support
			Miss Tsangarides – TA Booster Groups

Headteacher – Ms K Barham

Deputy Headteacher – Mr J Forwood

Assistant Head – Mrs K Callaway

Site Manager – Mr A Rawlins

PA to Headteacher – Mrs J Morgan

School Secretary – Mrs C Martin

Clerical Assistant – Mrs T Coombs

ICT Technician - Mr M Horsburgh

School Meals Co-ordinator – Mrs D Walter

Kitchen Staff

Manager - Mrs J Brown

Mrs D McCarthy

Miss A Pengilly

Midday Meal Supervisors

Mrs B Burney

Miss D Cook

Mrs C Dickerson

Mrs J Hill

Mrs J Hoare

Mrs C McLaughlin

Ms G Moss

Mrs T Scorer

Miss P Sharratt

Mrs S Thomas

Mrs K Whiddett

Mrs N Wickham

Mrs N Winch



COMPARATIVE REPORT

This table shows a summary of the National Curriculum assessment results of pupils in the school (2011) and nationally (2010) at the end of Key Stage 1, as a percentage of those eligible for assessment.

The number of eligible children is: 59

Figures may not total 100 per cent because of rounding.

RESULTS OF TEACHER ASSESSMENT											
Percentage at each level											
			W	1	2	2C	2B	2A	3 or above	Disapplied Children	Absent Children
Speaking and listening	Boys	School	0	18	82	-	-	-	0	0	0
		National	3	13	66	-	-	-	18	0	0
	Girls	School	0	6	94	-	-	-	0	0	0
		National	1	8	65	-	-	-	25	0	0
	All	School	0	12	88	-	-	-	0	0	0
		National	2	11	66	-	-	-	21	0	0
Reading	Boys	School	7	29	-	11	25	29	0	0	0
		National	4	15	-	14	24	22	22	0	0
	Girls	School	0	10	-	10	32	48	0	0	0
		National	2	9	-	11	22	26	30	0	0
	All	School	3	19	-	10	29	39	0	0	0
		National	3	12	-	12	23	24	26	0	0
Writing	Boys	School	11	32	-	29	18	11	0	0	0
		National	5	19	-	23	27	16	8	0	0
	Girls	School	3	16	-	10	42	29	0	0	0
		National	2	11	-	18	29	24	16	0	0
	All	School	7	24	-	19	31	20	0	0	0
		National	4	15	-	21	28	20	12	0	0
Mathematics	Boys	School	0	18	-	36	18	29	0	0	0
		National	2	10	-	16	25	24	23	0	0
	Girls	School	3	10	-	16	58	13	0	0	0
		National	1	8	-	16	28	29	18	0	0
	All	School	2	14	-	25	39	20	0	0	0
		National	2	9	-	16	26	26	20	0	0
			W	1	2	2C	2B	2A	3 or above	U	
Science	Boys	School	0	21	79	-	-	-	0	0	
		National	2	11	65	-	-	-	22	0	
	Girls	School	0	13	87	-	-	-	0	0	
		National	1	8	70	-	-	-	20	0	
	All	School	0	17	83	-	-	-	0	0	
		National	2	9	68	-	-	-	21	0	

W represents children who are working towards level 1, but have not yet achieved the standards needed for level 1.

U represents children for whom it is not possible to determine a level.



COMPARATIVE REPORT

These tables show the percentage of year 6 pupils achieving each level in 2011, compared to national end of key stage 2 teacher assessment levels and test results for 2010.

The number of eligible children is: 61

Figures may not total 100 per cent because of rounding.

TEACHER ASSESSMENTS										
		Percentage at each level								
		W	1	2	3	4	5	6	Pupils disappplied	Pupils absent
English	School	0	0	5	25	49	21	0	0	0
	National	1	1	3	14	49	32	0	0	0
Mathematics	School	0	0	2	26	39	23	10	0	0
	National	0	1	3	14	46	35	0	0	0
Science	School	0	0	0	16	57	26	0	0	0
	National	1	0	2	12	49	36	0	0	0

TEST RESULTS							
		Percentage at each level					
		Below level 3*	3	4	5	Pupils not entered [#]	Pupils absent
English	School	7	20	54	20	0	0
	National	6	13	48	33	0	1
Reading	School	10	13	49	28	0	0
	National	8	8	33	51	0	1
Writing	School	7	23	62	8	0	0
	National	5	23	50	21	0	1
Mathematics	School	5	30	36	30	0	0
	National	5	14	46	35	0	1



Transfer to Secondary Education

Whilst your child is at this school his/her work progress is carefully assessed and recorded. In Years 5 & 6 you will be given fuller details of the arrangements for transfer to Secondary Education and be given the opportunity to make a choice of Secondary School for your child. The PESE procedure operates in East Kent so children deemed suitable will be offered a place at Grammar School following tests in Verbal and Non-Verbal Reasoning and Maths.

Placement of pupils July 2010

Chatham House Grammar School	5
Clarendon House Grammar School	3
Dane Court Grammar School	3
St George's CE Foundation School	1
King Ethelbert School	31
Ursuline College	8
Marlowe Academy	1
Hartsdown Technology College	7
Sandwich Technology School	1
Castle Community College	1

We always enjoy hearing from past pupils and from the schools they subsequently attend.



Uniform

- School sweatshirt (available from school office) with school logo/mulberry cardigans for girls in the summer
- Gold polo shirt (available from school office)
- Grey/black skirts – Grey/black trousers (long or short)
- Plain dark footwear – No trainers
- Enclosed sandals for summer terms only
- Dark socks (boys)
- Dark/white socks or tights (girls)
- No trainers, jewellery (apart from studs or sleepers). No nail varnish, hair dye or make up

Optional Clothes

- School fleeces (available from the office)
- Summer dress (red or yellow checks/stripes) – summer only
- Baseball caps/legionnaires caps and sunhats – school colours only for

PE Kit

For health and safety reasons children must change for P.E. and games.

- House colour T-shirt (These are available to purchase from the school office)
- Plain navy/black shorts
- Black plimsolls
- Navy/black tracksuit for winter
- Plain white/black trainers for outdoor games
- Football boots with moulded studs for football club
- Earrings must be removed or covered

Children are not allowed to wear tights, long trousers or shoes, when using apparatus. Clothes for P.E. should be in school each day and should be kept with a pair of plimsolls in a draw-string bag. P.E. T-shirts in house colours can be brought from the school office together with P.E. bags.

ALL ITEMS SHOULD BE CLEARLY LABELLED WITH YOUR CHILD'S NAME



Lost Property

The Kent County Council insurance policy **DOES NOT** cover the loss, by children at school, of personal property such as coats and other personal belongings which go missing. Children are therefore responsible for the safe custody of their own property which should be **clearly marked** with the owner's name. There are six 'lost property' bins located in the school where children can look for lost property.

Watches and Jewellery

Stud earrings only may be worn but all other items must be left at home. Earrings must be removed for P.E. From Year 3, pupils may wear analogue watches but the school cannot accept responsibility for their loss or damage. Bringing mobile phones is not encouraged, however, if there is a specific reason for your child to bring one in, and they are in Years 5 & 6 they will need to be handed into the office for safe keeping.